

**STATE OF CONNECTICUT**  
**State Innovation Model**  
**Consumer Advisory Board**

**Meeting Summary**  
**Tuesday, May 12, 2015**

**Location:** Capitol, 210 Capitol Avenue, Room 310, Hartford

**Members Present:** Patricia Checko (Co-Chair); Arlene Murphy (Co-Chair); Jeffrey G. Beadle; Alice Ferguson; Michaela Fissel; Kevin Galvin; Rev. Bonita Grubbs; Stephen Karp; Robert Krzys; Theanvy Kuoch; Sharon Langer; Fernando Morales; Richard Porth

**Members Absent:** Bryte Johnson; Nanfi Lubogo; Alicia Woodsby

**Other Participants:** Faina Dookh; Mark Schaefer

Meeting was called to order at 1:05 p.m.

**1. Public Comment**

There was no public comment.

**2. Acceptance of Minutes of April 7<sup>th</sup> meeting and April 23<sup>rd</sup> special meeting**

***Motion: to accept the minutes of the April 7<sup>th</sup> Consumer Advisory Board Meeting –Kevin Galvin; seconded by Sharon Langer.***

There was no discussion.

***Vote: all in favor.***

***Motion: to accept the minutes of the April 23<sup>rd</sup> Consumer Advisory Board Meeting –Rev. Bonita Grubbs; seconded by Kevin Galvin.***

There was no discussion.

***Vote: all in favor.***

***Abstain: Fernando Morales; Sharon Langer***

**3. Executive Session for the purpose of discussing candidates for consumer appointments to SIM Workgroups and CAB**

Ms. Murphy noted that the Consumer Advisory Board received a request from Sheldon Toubman for his application be discussed in an open meeting. She said they will enter executive session to discuss applications but will go back to an open meeting to discuss his application. Ms. Murphy questioned whether anyone else wanted to have their application discussed in public session. The purpose for going into executive session was explained.

***Motion to enter into executive session for the purpose of discussing personnel matters –Jeffrey Beadle; seconded by Kevin Galvin.***

Discussion: Richard Porth questioned whether going into executive session is something that is typically done on committees, boards, or commissions. Dr. Checko said she can't answer if it's typically done. She said applicants have shared personal medical information and information on insurance status. They will need to discuss personnel issues and representation. Other committees may not ask applicants for the same information that CAB does which includes potential medical

status and other issues. Dr. Checko noted CAB will make no motions or votes in executive session. They will take action on the list when they come out of executive session.

***Vote: all in favor.***

The board entered into executive session at 1:21p.m.

The board reconvened into regular session at 2:12 p.m.

Ms. Murphy verified that Sheldon Toubman requested for his application be discussed in regular session. CAB members reviewed his score and commented on his application in regular session. Ms. Murphy questioned whether any changes were needed to the scores. Members agreed to keep scores the same and no changes were made.

Ms. Murphy apologized to everyone and said they have to go back into executive session to complete their deliberations on candidates.

***Motion to re-enter into executive session for the purpose of discussing personnel matters – Stephen Karp; seconded by Michaela Fissel.***

No discussion.

***Vote: all in favor.***

The board reentered into executive session at 2:18 p.m.

The board reentered into regular session at 2:30 p.m.

#### **4. Action on items discussed in Executive Session**

***Motion: to recommend to the Steering Committee that Victor Villagra and Tiffany Donelson be appointed to Health Information Technology Council, Renee Gary be appointed to Equity and Access Council, and Ann Smith be appointed to the Consumer Advisory Board –Sharon Langer; seconded by Kevin Galvin.***

No discussion.

***Vote: all in favor.***

Dr. Checko noted that the recommendation of candidates will be submitted to the Steering Committee for their consideration.

#### **5. CAB Consumer Engagement Planning Proposed Scope of Work – Consumer Engagement Coordinator**

Dr. Checko noted the draft proposed scope of work was sent to CAB members via email ([found here](#)). She said there have been a lot of discussions about the CAB Engagement Coordinator. The position will be contracted and dedicated to working on the consumer engagement issues.

Dr. Schaefer suggested discussing and thinking about whether it captures programmatically what CAB wants to achieve whether it's through the contract or through whatever means. Ms. Murphy questioned the time frame that CAB members would be able to provide feedback on the consumer engagement scope of work process. Dr. Checko suggested the time frame of a week to allow people to provide feedback through email or a phone call.

Ms. Langer questioned whether the PMO would be contracting with an individual to carry out the scope of work. Dr. Schaefer mentioned the position would basically serve the Consumer Advisory Board in the achievement of the programmatic scope of work. Dr. Schaefer also explained the

general procurement process. Mr. Beadle questioned the final dollar amount of financial resources allocated to the position and activities. Dr. Schaefer mentioned approximately seventy thousand a year. Ms. Murphy suggested having a conference call within the next week or two to have more feedback and input. Dr. Checko said they will need a consumer communication plan and some time to lay everything out.

Dr. Checko mentioned there will be a larger SIM Communication Plan which will address internal/external communication and mechanisms that will also allow CAB to coordinate with the people sitting on the Workgroups.

Ms. Murphy apologized to Ms. Dookh and Dr. Schaefer for not having enough time to discuss the SIM PMO communications plan and CAB questions regarding Conflict of Interest Policies. She suggested postponing both topics to the subsequent meeting agenda and conference call. The CAB members agreed.

#### **6. SIM PMO Communications Plan (Faina Dookh)**

CAB members postponed this topic to the subsequent meeting agenda and conference call.

#### **7. Update on CAB Questions Regarding Conflict of Interest Policies**

CAB members postponed this topic to the subsequent meeting agenda and conference call.

#### **8. Update on SIM Work Groups**

Ms. Murphy verified that everyone received the Update on SIM Work Groups ([found here](#)). She said if anybody wanted to have any discussions or had questions they could add it to the conference call.

Ms. Murphy said Mr. Krzys sent specific information on the Workforce Design Group ([found here](#)).

Dr. Checko said this information was emailed to everyone also. Mr. Krzys said the document basically explains why they are doing this and how did we get there. He noted that the Workforce Council was never formed as SIM rolled out its efforts. He said at the last meeting, the CAB passed a motion to form a design group to discuss concerns of workforce. Concerns from the design group will be taken to the PMO and the Steering Committee. Mr. Krzys said presently they are attempting to form the design group. He suggested getting stakeholders on the list. He noted they will need to figure out how to solicit and appoint people. Mr. Krzys also mentioned they need to discuss and review the charge. He mentioned a tremendous amount of research has already been done on Connecticut's workforce including a document put together by Ron Preston.

Dr. Checko said they need to have more of a discussion on this topic. She noted there is a contract with UCONN. She suggested having a discussion with Dr. Gould to see what they are doing before moving forward.

Dr. Checko mentioned there is going to be another free upcoming CHW meeting on May 27th, if anyone is interested in signing up.

Mr. Porth said he appreciates the work that Mr. Krzys is doing. Ms. Murphy said CAB members could write to Mr. Krzys about questions, concerns or information they would like to add to the charge. Ms. Fissel suggested opening up to the public to have feedback to the design group through email. She questioned whether there was a way to solicit comments from the public on the document created by Mr. Krzys. She said maybe this could be an opportunity for the public to suggest stakeholder groups to the design group.

Mr. Krzys questioned the pitfalls as they move forward with populating the group. Dr. Schaefer said he would be open to talk about how other council groups have done it in a less than formal way.

Dr. Schaefer gave an update on the community health worker initiative. He said have been trying to get the funds for contractors, released from the federal government since April 1<sup>st</sup>. They submitted a request and recently received a response. He said part of the planning for which actual money is spent from CCMI to support community health worker training, can't be spent for actual training. It

can be spent on other things such as developing curriculum or preparing infrastructure. Dr. Schaefer noted the operational plan and a portion of UCONN's scope of work included training. He said UCONN submitted revised materials and the CAB is welcome to invite Dr. Gould to give an update. Dr. Schaefer said he could share the information with the CAB on how the operational plan has changed. He said he will submit a rewritten letter to try to have the money freed up as soon as possible. Ms. Murphy questioned whether the letters would be posted as well as the changes to the operational plan. Dr. Schaefer said they haven't been posting the letters but he could ask Dr. Gould and Petra Clark-Dufner to put together a packet to summarize the operational plan changes. Ms. Murphy suggested that comments regarding the design group be submitted by email to Mr. Krzys.

#### **9. Electronic Meeting Capabilities and Potential Uses**

There was no discussion.

#### **10. Other Items of Interest and New Business**

There was no discussion.

#### **11. Next Steps and CAB June Meeting**

The next meeting is scheduled for June 9<sup>nd</sup>. Ms. Murphy said there is potential for a conference on the week of June 22-25 on housing or healthcare. They are exploring the opportunity to attend the conference and have the CAB meeting there. She said they do not have confirmation yet but will let everyone know as they hear more information. Dr. Checko questioned whether everyone was comfortable with the change. Everyone agreed with the possible change.

Dr. Checko mentioned the Cross Stream Update will help to keep everyone informed with what's going on throughout the SIM. Dr. Checko apologized to Dr. Schaefer and Ms. Dookh for running out of time.

#### **Motion: to adjourned- Rev. Bonita Grubbs**

There was no discussion

**Vote: all in favor**

Meeting adjourned at 3:09 p.m.